

**East Providence Housing Authority**  
**REGULAR MEETING**  
**September 25, 2012**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **4:30PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

**ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, M. Luci Stoddard, Dorothy Tillou, and Executive Director Theresa Correia. Excused: Commissioner John Faria, Commissioner Antero Braga

**RESIDENT & PUBLIC CONCERNS:**

None

**APPROVAL OF MINUTES:**

Regular Meeting 6/26/12. Motion by Vice Chair Vargas to accept the minutes as presented, seconded by Commissioner Diffley. All Commissioners voted aye.

**DIRECTOR'S REPORT:**

Director Correia reported on the following:

- CV Exterior Modernization: Director Correia updated the board on the progress of the CV project. All but 2<sup>nd</sup> and 3<sup>rd</sup> floor windows have been installed. Balance complete at week's end. Tenants very pleased. Goldsmith exterior work just about done. Expect 100% complete by 2<sup>nd</sup> week of October.
- Warren Ave. hot water tank replacement: Contract signed in July. Work began September 17<sup>th</sup>. Held off until after the REAC inspection was completed.
- GS Interior Hall Project: Correia informed the board that the pre-bid took place on 9/13. Ten contractors attended. Upon completion of presentation by Castellucci, Jim and Tony took them on a tour of the building to address any questions they may have had. Tony was also available week of 9/18 to any vendor that was not able to attend the pre-bid. Bid opening to be held 10/10/12, 2PM @ City View Manor.
- REAC: harbor View and Warren Ave were inspected by REAC on 9/12/12. Correia expressed how happy she was that a score of 86 was received. Up considerably from F/Y 2011's score of 78. Correia commended Facilities Manager, Tony Cunha and the maintenance staff on a job well done, keeping up with repairs and addressing tenant concerns timely.
- Website: Three estimates for design have been received. Two have done non-profit work and all 3 are "women owned" businesses. Correia impressed upon needing a site that would grow with the agency and also one who's content could be easily updated by a designated staff member. Correia shared the links of various sample sites with the board. Vice Chair Vargas inquired about Wi-Fi in the building. Correia stated that it was on the list to take up with COX.
- FSS Grant: Funding has finally been received for FY 2012 FSS Coordinator. Statewide saw \$900,000, while EPHA will receive \$24,470. Client participation is way up and our sites are set on applying for a full time grant in 2013.
- Correia informed the board on the latest project put together by social worker, Lori Pontus, in combination with a tremendous support from the tenants. On Thursday afternoons, volunteers with We Share Hope, arrive at City View Manor with coolers and crates of food. What began with bags of onions one week and cases of orange juice the next, has quickly grown. Lori continued to explain the program, receiving a round of

applause for both her efforts and those of the volunteers. Residents of Harbor View, Warren Ave., and scattered sites are also welcome.

- Correia completed her report by informing the board of the closing of lobby restrooms after hours at City View Manor. On three occasions maintenance staff has come in to find deplorable conditions in them. They will remain closed until further notice. Tenants that require their use for events that take place outside of business hours have been provided with keys and will monitor them.

Vice Chair Vargas moved and Commissioner Diffley seconded to approve the Executive Director's report as presented. The motion carried.

### **PUBLIC HOUSING VACANCY REPORT**

Lori Pontus presented her report. Conversation ensued with regard to the small "0" bedroom units and the ability to rent them. Vice Chair Vargas moved and Commissioner Tillou seconded a motion to approve the report. The motion carried.

### **SECTION 8 OCCUPANCY REPORT**

Rose Ott reported that as of August there were 283 tenants housed and 290 as of September. A motion was made by Vice Chair Vargas, seconded by Commissioner Tillou to accept the report as presented. The motion carried.

### **FAMILY SELF SUFFICIENCY REPORT**

In Jennifer's absence, Director Correia passed out the report for review. Commissioner Stoddard asked how many slots were available in the program. Correia responded that it was unlimited. Conversation ensued with regard to workshops. Commissioner Stoddard was encouraged to contact Jennifer for more detail on how she could involve the community. A motion was made by Commissioner Stoddard, seconded by Vice Chair Vargas to accept the report as presented. The motion carried.

### **PAID BILL REPORT**

**June 2012 - \$409,547.37** - Commissioner Stoddard moved approval of the June 2012 Paid Bill Report. That motion was seconded by Commissioner Tillou and passed unanimously.

**July 2012 - \$164,358.99** - Commissioner Tillou moved approval of the July 2012 Paid Bill Report. That motion was seconded by Commissioner Diffley and passed unanimously.

**August 2012 - \$273,738.97** - Vice Chair Vargas moved approval of the August 2012 Paid Bill Report. That motion was seconded by Commissioner Stoddard and passed unanimously.

### **REQUISITIONS:**

The following requisitions for Freeport General Contracting were presented for work performed on exterior City View Manor project: \$91,282.50, \$130,786.25, \$231,657.50, and \$75,216.25. A motion was made by Commissioner Stoddard to approve all payments. Second was made by Vice Chair Vargas. By a voice vote the motion carried unanimously.

### **APPROVALS**

#### **A. Litigation / Operating Reserve**

Correia presented the board with a letter from NAHRO and PHADA, in which they asked if EPHA wanted to be a plaintiff in the lawsuit against the federal government for breach of contract, for a return of a substantial portion of the 2012 operating subsidy that we did not receive. Commissioner Stoddard moved to allow the EPHA to join and authorized the fee of \$4000.00 to be paid. A second was made by Vice Chair Vargas. All Ayes.

**RESOLUTION #481- FY 2013 Operating Budget**

Director Correia presented the budget. A motion was made by Vice Chair Vargas to accept as presented. A second was made by Commissioner Stoddard. All Ayes.

**RESOLUTION #482-Disposition Policy**

Correia informed the board that this policy was created in response to requests HUD was making at other agencies. A motion was made by Commissioner Stoddard and second by Vice Chair Vargas to formally adopt the Disposition Policy. All Ayes.

**RESOLUTION #483-HCV F/Y 2013 Payment Standards**

Coordinator Ott explained the process of adopting payment standards in the voucher program. A motion was made by Commissioner Stoddard and second by Vice Chair Vargas to accept the FY 2013 Payment Standards. All Ayes.

**FYI:**

**F/Y 2011 Financial Statement:** Director Correia presented the financial statement as prepared by Ronald Carmark, CPA as information. Clarification was made of one line item.

**Board of Commissioner Duties:** Director Correia informed the board that HUD requires the PHA's keep on file a copy of what the duties of the board of commissioners are. Not being able to locate a document of this nature in the office, prompted her to prepare and distribute. It was included in the packets and accepted by all in attendance.

**ADJOURNMENT**

At 5:55 PM upon a motion by Commissioner Stoddard with a second by Commissioner Diffley the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director/Secretary

Transcribed by tmcorreia